

# Retention and Classification Report

**Agency:** Park City (Utah). City Recorder (770)

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Park City, UT 84060  
435 615-5000

**Records Officer** Marci Heil

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**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21367

3

**TITLE:** Annual financial reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

**RETENTION:**

Retain Permanent, may be transferred to the State Archives

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after may be transferred to State Archives.

**APPRAISAL:**

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21367

**TITLE:** Annual financial reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 85217

4

**TITLE:** Business licenses

**DATES:** i 1910-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

Licenses grant individual business the right to transact within the city limits according to specific city ordinances. All business operating within the city are required to have licenses. Information includes name and address of the business; beginning and ending date of the license; type of business; owners and their addresses; a license number; license renewal or original license; signatures of applications; officers names; and the license fee. License are normally issued annually.

**RETENTION:**

Retain Microfilm from 1910-1922 retain permanently in Archives. Paper retained by agency 4 years after final renewal.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1910 through 1922.  
Retain in State Records Center permanently.

Microfilm duplicate: For records beginning in 1910 through 1922.  
Retain in State Records Center permanently.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 85217

**TITLE:** Business licenses

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21567

3

**TITLE:** Deed files

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION:**

Retain permanently. Records may be transferred to State Archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21552

3

**TITLE:** Deed register/payment records

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION:**

Retain permanently, may be transferred to state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21552

**TITLE:** Deed register/payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21553

3

**TITLE:** Deeds

**DATES:** 1928-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21553

**TITLE:** Deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 20094

1

**TITLE:** Election nomination certificates

**DATES:** 1917-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These three certificates of nomination request the city recorder to place names on the election ballot. One certificate, 1917, is for various city positions and gives the nominations of the Socialist Party; one, 1919, is also for various positions on behalf of the Republican Party; and one, 1921, is for City Recorder on behalf of the Republican Party.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These financial electional nomination statements have artifactual value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 24406

3

**TITLE:** Glenwood cemetery records

**DATES:** 1887-

**ARRANGEMENT:** By record type, thereunder chronological

**DESCRIPTION:**

This series includes a listing of lot sales, some receipts, and minutes from the Glenwood Cemetery Association meetings.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21555

3

**TITLE:** Interment/disinterment registers

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These registers are contained on a database which crossreferences with the plat book.

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21556

3

**TITLE:** Lot books/files

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21557

3

**TITLE:** Map books

**DATES:** 1883-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21575

3

**TITLE:** Oaths

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 18.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.



**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21575

**TITLE:** Oaths

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21551

3

**TITLE:** Perpetual care certificates

**DATES:** 1948-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21558

3

**TITLE:** Plot index books/files

**DATES:** 1843-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**RETENTION:**

Retain permanently, may be transferred to the state archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Park City (Utah). City Recorder

**SERIES:** 21558

**TITLE:** Plot index books/files

(continued)

**PRIMARY CLASSIFICATION:**

Public